

Hank K.

Came by to meet.

Good job keeping Agency buildings presentable and inhabitable

Re utilization of space -- ~~EAO~~ -- no single component strong enough.
Responsibility above the Directorates

Support

understanding

I know you are here

Like the fact you are here

I will support you.

I want to know your problems.

JKK

Our status is advisory to the DDA. Some advantages, but not sure whether it is a good arrangement.

Hank K.

Took walk around the grounds yesterday. Think they look great.

JKK

Most interesting thing has to do with the small courtyard.
Removed astroturf.

Chairman of Garden Club is going to make some suggestions to make it look better.

Hank K.

One concern I have had for some time -- to find some way of getting recreational facilities around here.

Keep getting told it can't be done, but feel there has to be a way

Dick M.

Question of who we report to.

You mentioned that the problem of space is to be handled above the directorate level.

Feel this commission might then report directly to you rather than to a Directorate head. Would show interest in the environment right at the top.

Hank K.

Will consider this. But easier said than done.

WOULD BE INTERESTED IN RECEIVING AN INFO COPY OF YOUR MINUTES, ~~AGENDA~~.
May drop in from time to time.

STATINTL



Re Exec Dining Room -- Any consideration to locating room or rooms in a different location, perhaps on the first floor? Say rooms that would seat about 10 people?



A new rug (sample - grey/maroon) has been put in the Exec Dining Room. (to replace the standard rug, which was very stained). This new rug points up other needs for improvements/replacements.

STATINTL

asked Carole to put together a set of recommendations for improvement of the decor of the EDR.

Hank K.

Visit from architect -- terribly impressed with building and grounds,

Only thing he did not like -- venetian blinds, esp the 3 vertical tapes visible both inside and outside, which he thought took away from the overall effect of the building. Suggested that we consider another kind of blind, which would "cost peanuts" and improve the appearance greatly.

JKK

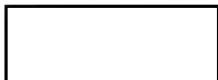
Increasingly conscious of entrance areas which most employees use (other than the Main Entrance). Cluttered. E.G., Northeast entrance -- what looks like computer supplies. Seem to disappear slowly during the course of the week; then be replenished on Mondays. Can't something be done to clear up the aisles.



Problem of space. Taken up by people and machines. Supplies, extra furniture, etc. get pushed out.

JKK

Maybe we should have a central warehouse space -- somewhere to store things 'til needed.



This is already done for some things (e.g., computer supplies)

STAT

[redacted]
At Knoche's request, 3 Commission Members and another person
looked at a collection of color slides taken by [redacted]

STATINTL

STATINTL

STATINTL

STATINTL

and selected about a dozen worthy of consideration for blow-up.

[redacted] suggested that the slides themselves be turned over to

[redacted] or OTR for any use they might want to make.

[redacted] passed around prints of the 12 slides for everyone to see.

Might want to have people in other buildings look at a larger selection

Dick M.

Many changes over the past 6 years while I have been a
member of the Commission.

Hank K.

I like the decor. Concerned with general state of work-a-day
entrances.

My impression is that it has improved. Only concern is the
state of the corridors

STATINTL

[redacted]
What about tinted windows -- for heat proofing?

JKK

Re replacement for Venetian Blinds -- asked Carole to find out
what Hank K. is talking about and to work with [redacted] in working
up a cost estimate.

STATINTL

Garden Club President [redacted]

STATINTL

Brought her Vice President along

Garden Club met again -- 3 proposed plans.

#1 and 2 similar, consisting of shrubbery, plantings and ground cover

#3 -- make it into an "outside lunch room"

L&K in charge of courtyards. Garden Club should keep an eye on it and report anything lacking

L&K can remove the shrubs

Suggestion: Would like to get a group of 3 of you to meet on these plans and come up with proposed plan for us to approve.

Go over plans

Logistics plans

Work with logistics

GSA contract to L&K

Will do anything we can to help

STATINTL

Committee

[redacted]

MEMORANDUM FOR: THE RECORD

ROUGH NOTES on FAC Meeting of
7 October 1976.

Date

FORM 101 USE PREVIOUS
S-75 EDITIONS